

# Partnership Agreement Renewal Request

Your Name  
Your Position  
Your Organization  
Your Address  
City, State, Zip Code  
Email Address  
Phone Number  
Date

Recipient Name  
Recipient Position  
Recipient Organization  
Recipient Address  
City, State, Zip Code

Dear [Recipient Name],

I hope this message finds you well. As we approach the end of our current partnership agreement, we would like to express our gratitude for the collaboration and mutual support we have enjoyed over the past year. Together, we have made significant progress towards our shared goals, and we are eager to continue this fruitful partnership.

In light of our successful collaboration and the upcoming expiration of our agreement on [Expiration Date], we kindly request a renewal of our partnership agreement. We believe that extending our collaboration will allow us to build on our achievements and further our impact within the community.

We would be happy to discuss any modifications or updates necessary to enhance our partnership and ensure it continues to meet the needs of both organizations.

Thank you for considering our request. We look forward to your positive response and hope to continue our journey together.

Sincerely,

Your Name  
Your Position  
Your Organization